

CR TREASURY AND REIMBURSEMENT

The Linacre Common Room Treasurer is a member of Linacre College, appointed by members of the common room, with whom the responsibility lies to oversee **any and all money-related dealings**. This entails overseeing all common room societies and recreational clubs forming part of the common room including overseeing the finances for the Garden Party/Ball Committee.

Useful links:

[Link 1] Part of the common room website that has useful forms.

- <http://commonroom.linacre.ox.ac.uk/Official>

[Link 2] The CR Reimbursement Form

- <http://commonroom.linacre.ox.ac.uk/uploads/documents/official/Reimb.pdf>

[Link 3] Clubs and Societies Annual Budget and Status Renewal Form

- <http://commonroom.linacre.ox.ac.uk/uploads/documents/official/Club.pdf>

All societies and recreational clubs have pre-specified allowances for how much they can spend for the duration of the academic year. Please make sure that you are aware of your club/society budget.

Note*All budgets are valid for one financial year from 1st August-31st July.*

After the 31st of August, the captians/representatives of each club/society are asked to fill in a budget renewal request [Link 3] and return this form to the treasurer before the start of Michaelmas Term. The annual common room and recreational budgets are then created and presented to the common room for approval by the 4th week of Michaelmas.¹

Please be aware that the Treasurer is responsible for any and all expenses that will be charged to the common room and is therefore required to authorize **ALL payments or invoices** that are charged to Linacre College via the common room.

¹ By Laws Section 2.3.2.3 ([By Laws PDF](#))

EASY STEPS TO FOLLOW

If you are thinking about spending any money through the common room then here are some helpful tips on how to make the process easy:

1. **How Much?:** Firstly decide how much you will need to spend on your proposed item. If this value exceeds £100, immediately send an email to the Linacre CR treasurer (cr.treasurer@linacre.ox.ac.uk) to obtain approval prior to your purchase. This allows the treasurer to check that you do in fact have the funds needed for the purchase and also lets them know to expect an invoice/receipt, speeding up your claim when you come around to making it.
2. **Reimbursement Options:** Once approved, there are a couple of ways that you can go about your purchasing. You can either
 - a. Invoice the college (*preferred method*) – by getting the company/supplier to send a bill/invoice addressed to Linacre College. This should have their address, bank details and a list of what they are charging for. (They should also specify VAT charges)
 - b. Obtain a receipt² for your purchase (MUST have VAT displayed on the receipt) and attach this receipt to a [CR Reimbursement form](#)
3. **Getting Payment**
 - a. **Via Invoice:** An Invoice can be put in the CR Treasurer's personal pigeon-hole or emailed directly to the CR Treasurer.
 - b. **Via Reimbursement:** Receipt(s) must be attached to a completed CR Reimbursement form and should then be put in the CR treasurer's personal pigeon-hole for them to be signed and re-approved before they are given to the bursary for processing.

The Treasurer will liaise directly with the Bursary for all reimbursements and all CR Exec members, CR Representatives and Society Captains are asked to conduct their dealings with the Bursary through the Treasurer to ensure a single point of contact.

*****PLEASE BE AWARE that No receipt means No reimbursement can be made*****

Important Notes:

- If you paid for the purchase yourself, this will then usually be credited to your Bank account (except in some cases when it is a very small charge) so please provide your bank details on a reimbursement form if you have not done so previously. If you need an alternative arrangement, contact the treasurer beforehand.

- Invoices can be paid directly to the company and the college makes payments weekly on Wednesdays. Therefore invoices signed by the CR Treasurer must be given to the bursary by Tuesday at the latest. The treasurer therefore requests that any invoices **requiring payment on or after Wednesday of that week should be left in the treasurer's pigeon-hole by 9am on Monday morning.**

² Receipt refers to itemized bills with clearly marked prices for each item. Credit/Debit card transaction papers cannot be accepted on their own.